

Procedural Rules for the Complaint Procedure (pursuant to § 8 LkSG)

We, the management of the WITTE Group, are aware of our social and environmental responsibilities and have outlined our guidelines in a fundamental declaration. We take violations of our standards and principles along the supply chain very seriously. Should there be any complaints or reports in this regard, we ask that they be reported to us immediately.

1. Who can file a complaint?

Any individual or company (hereinafter referred to as the “reporter”) can submit a complaint.

2. What types of complaints or reports can be submitted?

The complaint procedure allows reports of violations of human rights or environmental obligations, whether within the WITTE Group or in its supply chain.

3. What reporting channels are available at the WITTE Group?

The WITTE Group has established the following reporting channels:

- **Email address:** ethics@witte-automotive.com
 - **Telephone hotline:** +420 353 315 500
 - **Anonymous postal reports** can be sent to:
WITTE Automotive GmbH, Risk & Compliance, Höferstraße 3-15, 42551 Velbert, Germany
 - **For WITTE employees:** Suggestion boxes labeled “Corporate Ethics” are available at all WITTE Group locations.
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4. How does the WITTE Group’s complaint procedure work?

a) Receipt of the complaint

The Risk & Compliance department records and documents the complaint. If the report is not anonymous, the reporter will receive an acknowledgment of receipt shortly after submission.

b) Examination of the complaint

The complaint is reviewed from various perspectives, and further inquiries are made if necessary. If the complaint is not accepted, the reporter will be informed promptly if the report was not submitted anonymously.

c) Investigation of the matter

If the complaint is accepted, the relevant department will thoroughly investigate the matter, potentially involving other internal personnel or specialized external service providers if necessary for the analysis.

d) Completion of investigation and measures

For risks related to environmental or human rights violations within the WITTE Group, immediate remedial measures are taken. If a violation involves a direct or indirect supplier, the WITTE Group will work within its capabilities to ensure appropriate remedial actions are implemented by the supplier. After completing the analysis, the results will be communicated to the reporter if the report was not submitted anonymously.

5. Protection of the Reporter

The WITTE Group ensures that reporters can submit complaints anonymously. However, we encourage reporters to provide non-anonymous submissions, as this allows us to provide updates on the process and address follow-up inquiries.